



Writing Accurate and Useful Position Descriptions **Volunteer Position Description Template**

Title: (Remember Volunteer is a staff category not a title. Example: Lead Science Lab Mentor)

Department or Team:

Responsible to:

Works With:

Description of Role: (Be brief but accurate. How does the position fit into the organization? What impact does the position make?)

Primary Responsibilities: (Day to day actions and recurring responsibilities)

Secondary Responsibilities: (team or organizational responsibilities, actions required of all volunteers)



Skills/Qualifications Needed: (What does a volunteer need to be able to do to be successful?)

Desired Experience: (Experiences, characteristics or traits that can help a volunteer succeed)

Time Commitment: (Hours per week, length of commitment)